



**FORM 941A-ME
LOOSE
2005**

**MAINE REVENUE SERVICES
AMENDED RETURN
OF MAINE INCOME TAX WITHHOLDING**



Period Covered:  to 

Withholding Account Number:

Review instructions on back before completing lines 1 through 5.

1. Withholding originally reported for the quarter \$ ' ' .

Name and Address:

2. Correct withholding for the quarter \$ _____,_____,_____._____

3. Correction amount (+ or -) \$ _____ , _____ , _____ . _____
(see instructions)

4. Underpayment to be paid (line 3 amount is negative) \$ 1 , 0 , 0 , 0 . 00

5. Overpayment to be refunded (line 3 amount is positive) \$, ' , .

City

State

ZIP Code

INDIVIDUAL EMPLOYEE / MEMBER WITHHOLDING CORRECTIONS

A Originally Reported Employee/Member Social Security Number	B Correct Employee/Member Social Security Number	C Name of Employee/Member	D Originally Reported Withholding	E Correct Withholding	F Adjustment (Column D minus column E)
TOTALS					

Under penalties of perjury, I certify that the information contained on this return and attachment(s) is true and correct. The portion of overpayment identified on line 5 attributable to overcollected withholding tax for the current calendar year has been repaid to employees and written statements have been obtained from each employee stating that the employee has not claimed and will not claim a refund or credit of the amount of the overcollection.

Date	Signature	Title	Telephone
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Contact person e-mail _____ Paid preparer EIN: _____

6. Explanation of adjustments: _____

(check if continued on back of form _____)

Make check payable to:
Treasurer, State of Maine



Mail return and check to:
Maine Revenue Services, P.O. Box 1061, Augusta, ME 04332-1061

Office use only PD

INSTRUCTIONS FOR AMENDED RETURN

Purpose of Form: Use form 941A-ME to:

1. Correct an error in the amount of withholding reported for the current year or prior years that is attributable to administrative reporting error.
2. Report and remit additional withholding attributable to under-withholding in the current year.
3. Obtain a refund of income tax withheld and remitted to Maine Revenue Services in the current year in excess of the amounts required to be withheld.

Do not use form 941A-ME to amend an income tax withholding return submitted in a prior year in order to correct an error in the amount of income tax withholding that was actually withheld, reported and remitted in that prior calendar year.

Note: *Changes in pass-through entity withholding and changes in employer withholding must be reported on separate amended returns.*

If an amended return is filed after filing the annual Form W-3ME (not required for pass-through entity withholding), an amended Form W-3ME must also be filed, reflecting the correct totals and including any corrected Forms W-2.

Period Covered: Prepare a separate 941A-ME for each quarter in which an error was made. Enter the beginning and ending dates of the period being corrected. For example, if the error was made in the first quarter of 2005, enter 01-01-05 to 03-31-05.

Line 1: Enter the withholding amount previously reported for the **quarter** being corrected. Enter the entire withholding amount from line 1 of the quarter being corrected. Do not amend using individual employees or members withholding corrections.

Line 2: Enter the correct withholding amount for the entire quarter being corrected.

Line 3: Line 1 minus line 2. This amount may be either positive or negative. If it is negative, enter a minus sign in the space to the left of the number.

Line 4. Underpayment: If line 3 is a negative amount (line 2 larger than line 1), there is an underpayment amount that must be paid. Enter the underpayment amount on line 4. Make your check payable to: Treasurer, State of Maine. Enclose the check with your return and mail them to Maine Revenue Services, P.O. Box 1061, Augusta, ME 04332-1061.

Line 5. Overpayment: If line 3 is a positive amount (line 1 larger than line 2), there is an overpayment. Enter the overpayment amount on line 5. A refund check will be mailed to you. If any portion of the overpayment is attributable to overcollected income taxes, you must identify the amount overcollected from each employee on the schedule of corrections and obtain from each employee a statement that the employee has not claimed and will not claim a refund or credit of the amount of the overcollection.

Corrections to Individual Employee/Member Income Tax Withholding: Enter data ONLY for those employees or members whose withholding amounts are being adjusted. If a pass-through entity member is a business entity, enter the member's federal employer identification number (use the FEIN format: 12-3456789).

Line 6: Use line 6 on the front of the form to enter a concise explanation of the error you are correcting. If you need more space to explain the error you are correcting, continue your explanation in the space below.

Line 6 explanation of adjustments continued from front of form: _____
